

**MINUTES**  
**CALLED MEETING**  
**STEPHENS COUNTY BOARD OF COMMISSIONERS**  
**COURTHOUSE ANNEX**  
June 18th, 2007

**PRESENT:** Commissioners Kenneth Peeples and Rex Anderson; County Administrator Darrell Hampton; County Attorney Brian Ranck and Kimberly Ashe, Interim Clerk.

Commissioner Peeples called the meeting to order at 10:00 a.m. and welcomed those present.

**I. APPROVE AGENDA**

A motion was made by Commissioner Peeples, seconded by Commissioner Anderson, to approve the agenda as presented.

**Motion carried unanimously.**

**II. NEW BUSINESS**

1. COMMISSION TO MEET WITH REPRESENTATIVES FROM THE UNITED STATES POSTAL SERVICE REGARDING E911 RURAL ROUTE CONVERSION.

In attendance representing the United States Postal Service (USPS) was Mike Alford, Toccoa Postmaster; Ms. Karen Wehunt, zip code 305 and 306 supervisor; Mr. Charlie Geldernick and Ms. Lombardi from Address Management Services(AMS.)

Ms. Wehunt began by stating that nothing would make her happier than to get this conversion completed.

Administrator Hampton noted that we had sample maps here for review and upon their approval the complete set of maps would be forwarded to them immediately. The maps were given to the Post Office Official. Commissioner Peeples asked the group to please take as much time as they needed to look them over. "We want to get to the bottom of this," he stated.

Mr. Geldernick stated that the 11 ½ x 14 size would work well and that the map is good. He also mentioned that he would need the cross reference in disk format. Mr. Geldernick said that once he received this information from the county he would begin to input all of the data into the USPS system.

Mr. Alford stated that he had addressing information that he had received from customers and that he could get this to Rex Nelms shortly.

Administrator Hampton stated, “We need to know today what we you need from us.”

Ms. Lombardo stated that an alphabetical listing of each road name in each zip code must be provided to each postmaster as well.

Mr. Geldernick asked how difficult it would be to address each intersection. Rex Nelms stated that it would be very time consuming. Ms. Wehunt added, “That solves that – We don’t need it! I think we can work with what you have here.” Ms. Wehunt stated that she would appoint resources to assist Mr. Geldernick in getting this done quickly.

Mr. Geldernick said he would work diligently to get his portion completed.

Ms. Lombardi stated that a cross – reference was needed in disc format. Ex: this old address = this new address. All non-livable structures should be eliminated.

Rex Nelms stated that he would have these items ready by the end of next week at the longest. He will then email the files to Mr. Geldernick.

Darrell Hampton summed everything thing up by stating that he believed this meeting helped to clear everything up.

Mr. Barry Church of Habersham County E911 applauded Rex Nelms for his efforts and effectiveness.

Commissioners Peeples and Anderson both expressed their appreciation of the groups’ attendance.

### III. THE COMMISSION RECEIVED A REPORT FROM MR. BARRY CHURCH, E911 CONSULTANT.

Mr. Barry Church addressed the Commission. He praised Interim Director Rex Nelms for the drastic improvements that he had achieved with the 911 system in Stephens County. He spoke of the cooperation, support, and dedication he had witnessed throughout the county organization. Mr. Church had previously provided Mr. Nelms with a list of 13 items of improvement to work on. Mr. Church stated that 7 of those 13 had already been achieved and the remaining 6 were in process.

Mr. Church stated 3 areas that were still in need of improvement cooperation between sheriff’s office and the 911 center, SOPs must be written, and equipment training is needed.

Mr. Church stated, “It is a huge liability for the county to have Sheriffs Office dispatching as well as E911. You *have* to do all dispatching from one location!” Mr. Church suggested that Sheriffs radios be used for administration purposes only.

For writing SOPs Mr. Church suggested getting responder department heads together and

let them get down on the floor with the maps and look them over together and work out dispatch zones using noticeable landmarks i.e.: rivers or bridges as dividing points. This has worked well for him in the past. Also, he suggested that dispatchers go on a few calls with the responders to familiarize themselves with response procedures and the roads.

The last suggestion that Mr. Church made was that of extensive training. He stated that most of the dispatcher we employ can from jobs where they used a telephone and a logbook, the end. These dispatchers are now working with some of the best equipment on the market today. They just don't know how to use it to its full capacity.

Mr. Church ended by stating that our E911 center would be losing a lot if it lost Rex Nelms. He had really pulled it out of the trash and done an excellent job.

The Commissioners and Administrator Hampton in closing, each thanked Mr. Church for his knowledge and assistance.

### **III. ADJOURNMENT**

Motion to adjourn was made at 5:15 p.m. by Chairman Peeples and seconded by Commissioner Rex Anderson. **Motion carried unanimously.**

**Approved this \_\_\_\_ day of \_\_\_\_\_, 2007.**

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**Kenneth Peeples, Chairman**

**Attest:** \_\_\_\_\_  
**Kimberly Ashe, Interim County Clerk**